



Village of Los Lunas

JOB DESCRIPTION

TITLE:	Planning Intern	ESTABLISHED:	02/2016
FLSA Status:	Non-exempt		

Summary: Under direct supervision of a planning professional, performs work of moderate difficulty in professional municipal planning; assists developers and the public with general inquiries; performs a variety of duties related to municipal planning.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Researches information, contracts, ordinances and other resources to provide appropriate information to the public and for use within the Department.
- Assists in the analysis and development of plans, programs and projects by gathering and analyzing data; researching land ownership, planning documents, ordinances and other data.
- Assists the Community Development Department and provides technical support on planning issues by responding to requests for information on ordinances, codes, policies, plans and procedures.
- Coordinates the comments of other Village Staff regarding assigned development applications, and communicates both verbally and in writing with applicants regarding the status of projects.
- Assists in the processing of applications for annexations, re-zoning and comprehensive plan amendments.
- Assists in reviewing applications for variances, special exception uses, site plans, residential subdivisions constructions plans and other applications associated with land use matters.
- Performs other job related marginal duties as required.

Knowledge and Skills:

- Knowledge of planning principles, practices and methods.
- Knowledge of data gathering, geographical information systems, and research methods and techniques.
- Knowledge of urban design and site design principles and practices.
- Skill in the use of MS Office including Word and Excel.
- Skill in using basic mathematics.
- Skill in reading and interpreting planning-related plans, maps, graphs and charts.
- Skill in answering routine technical questions from the public, by telephone or in person.
- Skill in performing research, collecting data, and compiling simple reports and correspondence.

Minimum Qualifications:

High School Degree and enrollment in an undergraduate program in transportation, urban or regional planning or design, or related field, or any equivalent combination of education, training and experience that would likely provide the required knowledge and abilities.

Required Licenses/Certifications:

Valid New Mexico Driver's License.